



CITY OF SAINT PAUL

Randy C. Kelly, Mayor

LOWRY PROFESSIONAL BUILDING

350 St. Peter Street, Suite 300

Saint Paul, Minnesota 55102-1510

Telephone: 651-266-9090

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SPECIAL EVENT FOOD REVIEW AND LICENSE APPLICATION

THIS APPLICATION IS SUBJECT TO REVIEW BY THE PUBLIC

PLEASE TYPE OR PRINT IN INK

Welcome to Saint Paul! Saint Paul is proud of the wide variety of festivals held within the City each year. We welcome your participation in these events that help us celebrate our diversity.

Type of License being applied for - Special Event Food Sales (select one): (1-14 days)
(1-3 days) (4-14 days) (Annual) (Customer Appreciation) (Non-profit) (Give-away) (Extension) Temp Beverage) (Temp Retail Food)
\$100.00 \$125.00 \$150.00 \$50.00 \$25.00 \$25.00 \$25.00 \$5.00 \$60.00

*Please note: Applicants must obtain the approval of event organizers prior to application if they wish to operate at an event that has a block party. Vendors can not operate within 2000 feet (approximately 3 blocks) of an event where a block party permit has been obtained without permission of the event organizer.

Business/Organization Name: _____

Business/Organization Address: _____

Mail To Address: _____

Contact Name and Phone Number: _____

Event Date(s)

Event Name(s)

Stand Location(s)

MINNESOTA TAX IDENTIFICATION NUMBER - Pursuant to the Laws of Minnesota, 1984, Chapter 502, Article 8, Section 2 (270.72) (Tax Clearance; Issuance of Licenses), licensing authorities are required to provide to the State of Minnesota Commissioner of Revenue, the Minnesota business tax identification number and the social security number of each license applicant. Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of the **Minnesota Tax Identification Number:**

- This information may be used to deny the issuance or renewal of your license in the event you owe Minnesota sales, employer's withholding or motor vehicle excise taxes;
- Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Minnesota Department of Revenue may supply this information to the Federal Internal Revenue Service.

Minnesota Tax Identification Numbers (Sales & use Tax Number) may be obtained from the State of Minnesota, Business Records Department, 600 Robert Street North, St. Paul, MN. 55101-2522, (651-296-6181).

Minnesota Tax Identification Number: _____ Social Security Number: _____



If a Minnesota Tax Identification Number is not required for the business being operated, indicate so by placing an "X" in the box.

CERTIFICATION OF WORKERS' COMPENSATION COVERAGE PURSUANT TO MINNESOTA STATUTE 176.182

I hereby certify that I, or my company, am in compliance with the workers' compensation insurance coverage requirements of Minnesota Statute 176.182, subdivision 2. I also understand that provision of false information in this certification constitutes sufficient grounds for adverse action against all licenses held, including revocation and suspension of said licenses:

Name of Insurance Company: _____

Policy Number: _____ Coverage from _____ To _____

I have no employees covered under workers' compensation insurance _____ (Initials)

FOOD REVIEW - The following information must first be reviewed and approved by a LIEP Environmental Health Inspector prior to licensing **(Not Required if applying for Temp Beverage Only license)**

Food/beverage to be served & it's ingredients	Food Source & Address	Method of Refrig./& Transportation	Food Prep Name & Address	On-site Equipment

HOME PREPARED FOODS ARE NOT PERMITTED.

Type of condiments: _____ packets, squeeze bottle, pump dispenser

Type of hair restraint: _____

Type of overhead protection (i.e. canopy, etc.): _____

Type of sanitizer: _____

Dish & Utensil Washing: on-site washing or washing done when returned to licensed facility

**ANY FALSIFICATION OF ANSWERS GIVEN OR MATERIAL SUBMITTED
WILL RESULT IN DENIAL OF THIS APPLICATION**

I hereby state that I have answered all of the preceding questions, and that the information contained herein is true and correct to the best of my knowledge and belief. I also understand this premise may be inspected by police, fire, health and other city officials at any and all times when the business is in operation.

Signature (REQUIRED for all applications)	Date
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IF PAYING BY CREDIT CARD PLEASE COMPLETE THE FOLLOWING INFORMATION:



☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

EXPIRATION DATE: ACCOUNT NUMBER:

□□/□□ □□□□ □□□□ □□□□ □□□□

Name of Cardholder (**please print**) _____ Signature of Card Holder(**required for all charges**) _____ Date _____

We will accept payment by cash, check (made payable to City of Saint Paul) or credit card.

NO CHECKS WILL BE ACCEPTED LESS THAN EIGHT (8) CALENDAR DAYS BEFORE THE EVENT.
Any person making application less than three (3) calendar days before an event, will be assessed an additional \$25.00 late fee.
Emergency or On-site (at the event location) applications will be assessed an additional \$50.00 penalty fee.

To daily and annual applicants: If you plan to operate at multiple events during the year with the same menu, additional events may be added to your license after approval with no additional fee. Should there be any changes in your menu, a new application must be submitted with an additional application fee.

To non-profit organizations: Attach proof of non-profit status. A copy of one of the following:

State Tax-Exempt Status Form

Federal Form #501C3

Federal Form 990 or 990T (front page)

Non-Profit Articles of Incorporation

Proof that license use is for an event for the benefit of a non-profit organization

APPLICATION INSTRUCTIONS:

Applications can be reviewed, approved, and processed in any of the following ways:

IN PERSON You can complete this application at our office located at 350 St. Peter Street, Suite 300, in Saint Paul between the hours of 7:30 am - 4:30 pm, Monday through Friday. Ask to meet with a LIEP Environmental Health Inspector to approve your food review form. Upon approval, take the food review form and application payment to a License and Permit Clerk for processing.

BY APPOINTMENT Contact Barbara McMonigal-St.Dennis (651) 266-9137 to schedule an appointment.

BY MAIL Your application can be mailed with the appropriate payment enclosed to the Office of License, Inspections, and Environmental Protection, 350 St. Peter Street, Suite 300, Saint Paul, Minnesota 55102-1510, Attention: Barbara McMonigal-St.Dennis.

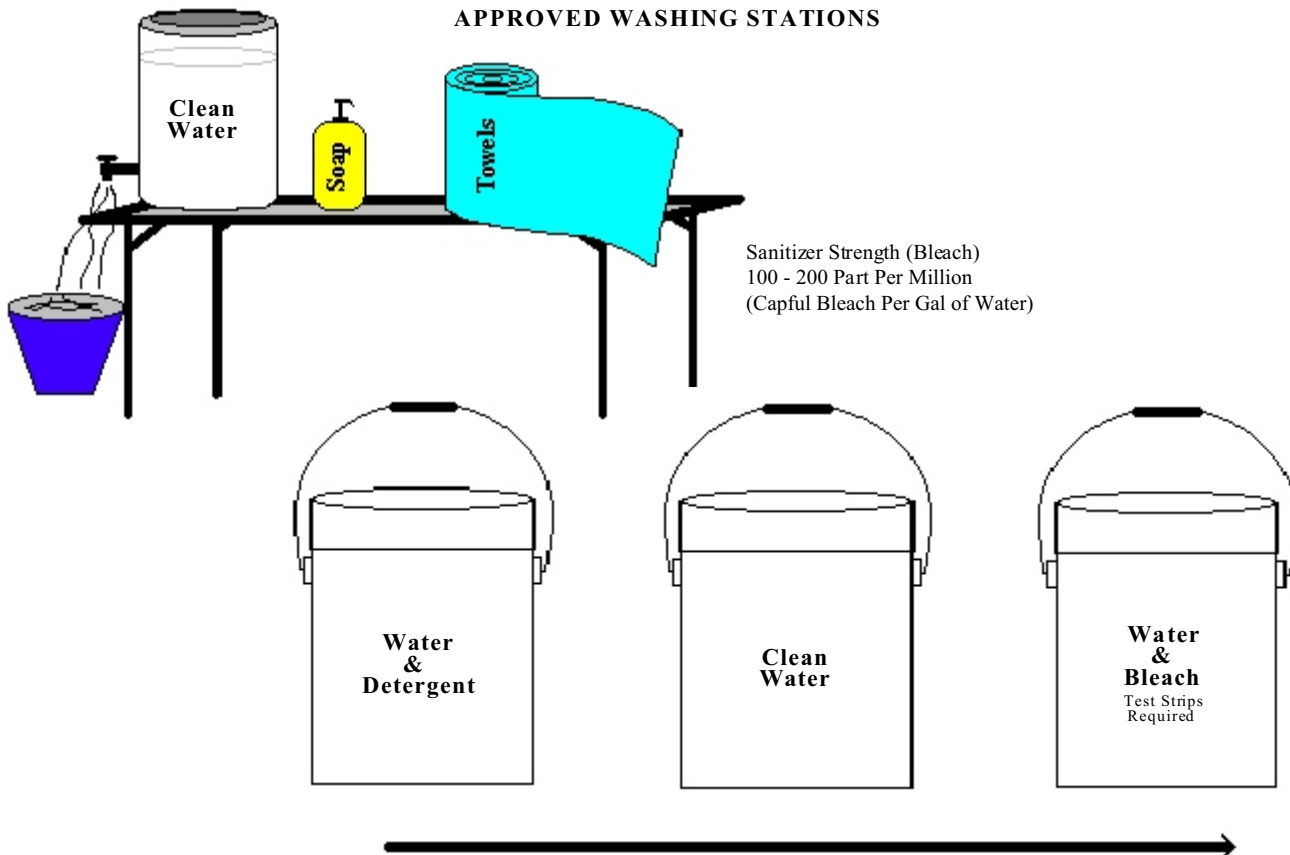
BY FAX Fax your application to (651) 266-9124, Attention: Barbara McMonigal-St.Dennis, then immediately mail your payment to the Office of License, Inspections, and Environmental Protection, 350 St. Peter Street, Suite 300, Saint Paul, Minnesota 55102-1510, Attention: Barbara McMonigal-St.Dennis.

FIRE PREVENTION SAFETY REQUIREMENTS

The following are fire safety requirements for food booths/vehicles. NOTE: Disregard these regulations if no cooking is being conducted in your booth/vehicle.

- 1) Provide a fire extinguisher with at least a 2A10BC rating for each booth/vehicle.
- 2) Propane must be installed in accordance with all applicable codes (i.e. secured, gas shut-off provided, piping must be free of trip hazards, etc.)
- 3) Maintain at least three feet of clearance between cooking equipment and combustibles.
- 4) All pressurized cylinders must be secured in the upright position to prevent tipping.
- 5) Electrical cords shall be in good condition without splices, deterioration, or damage.
- 6) If you have any further questions, please contact, City of Saint Paul Fire Department, Fire Prevention Section at (651) 228-6230.

APPROVED WASHING STATIONS



GUIDELINES FOR TEMPORARY FOOD OPERATIONS

THESE GUIDELINES MUST BE POSTED WITH YOUR LICENSE

The license holder is responsible for informing every employee about these guidelines and insuring that employees follow these guidelines.

1. Keep potentially hazardous cold foods at 41°F. or colder.
2. Keep potentially hazardous hot foods at 140°F. or hotter. No Sterno or heat lamps are permitted for maintaining foods.
3. Reheat all foods to 165°F. or hotter.
4. Check food temperatures frequently with an accurate stem thermometer (scaled 0 - 220°F).
5. Do not store potentially hazardous foods at room temperature.
6. Thaw potentially hazardous foods in refrigerator or insulated cooler.
7. All potentially hazardous food products should be transported in refrigerated trucks or sufficient thermal containers. When transporting cold foods in the containers, provide dry ice or synthetic “BLUE” in packs. No wet ice is permitted for food storage; however, it may be used for canned soda storage.
8. Store all food & utensils off the ground.
9. A sanitizer solution must be used. Provide a bleach and water sanitizing solution (1 cap full of bleach in a labeled, spray bottle).
10. Wear a hair restraint (i.e. ball cap, visor, or hair net...).
11. Wash hands often and thoroughly. Provide some type of hand washing station. (This includes an insulated beverage container with spigot and warm water, hand soap, paper towels and a bucket to catch the dirty water.)
12. Do not smoke inside food stand.
13. Any hot cooking equipment or unprotected foods must be located in the back of the booth.